

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SENIOR COMMUNICATIONS TECHNICIAN

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Senior Communications Technician is the third level in a three level Information Technology Communications Support series. Incumbents are responsible for performing journey level installation, maintenance, and repair of electronic communications equipment and serving as a lead worker to subordinates.

The Senior Communications Technician is distinguished from the Communications Technician by its responsibility for providing lead direction within specific assignments by the supervisor, overseeing the work of subordinates, and performing administrative tasks in the absence of the supervisor.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1.	Serves as a lead worker to other employees, which includes: prioritizing and assigning work within specific assignments by the supervisor; determining completion of work; and, training staff on specific technical tasks and work methods.	Daily 15%
2.	Leads and participates in the installation, repair, and service of electronic communication receiving and transmitting equipment.	Daily 20%
3.	Leads and participates in the installation, repair, and service of scanning receivers, electronic sirens, radar equipment, sound reinforcement systems, video display terminals, telephones, and assorted electronic equipment.	Daily 20%
4.	Serves and operates a wide variety of electronic test and sound reinforcement equipment.	Daily 20%
5.	Designs and fabricates complex electronic circuits.	Weekly 10%
6.	Analyzes communication system performance and makes recommendations for improvement based on findings.	Weekly 5%
7.	Performs radio frequency emission inspections in accordance with Federal Communication Commission (FCC) regulations and prepares related reports.	Monthly 10%
8.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- High School Diploma, or GED, and additional coursework in related field, and six years of journey level experience directly related to area of assignment are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
 - Based upon assignment, an Associate's Degree in a related field or completion of a formal training program may be required.

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired

Knowledge (position requirements at entry):

Knowledge of:

- Electronic principles;
- Electronic telecommunications or radio theories and principles;
- FCC regulations governing voice radio and telephone communications;
- Safe work practices and procedures.

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Skills (position requirements at entry):

Skill in:

- Prioritize and assigning work;
- Training employees in proper work methods
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Preparing and maintaining operational records
- Locating and repairing defects in electronic communications receiving and transmitting equipment
- Installing, troubleshooting, repairing, and maintaining a variety of electronic equipment
- Operating a variety of electronic test and sound reinforcement equipment
- Preparing and maintaining operational records
- Designing and fabricating complex electronic circuits
- Installing mounting brackets
- Measuring distances and surfaces
- Using and caring for common hand and power tools
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, and crouching.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to electrical hazards, extreme temperatures, and work space restrictions.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

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Reviewed by the City of Fresno

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